



Fwd: Urinalysis Info

1 message

(b) (6) @usna.edu>
To: Shannon Campbell <scampbel@usna.edu>

Wed, Apr 11, 2018 at 11:54 AM

Ma'am,

Below is the email ENMCS (b) (6) sent out to all COs - notification of the sweep was done by the Batt-Os informing their staffs individually.

V/r,

(b) (6)
LT USN
16th Company Officer
4th Battalion Executive Officer
office: (b) (6)
cell: (b) (6)

----- Forwarded message -----
From: (b) (6) (b) (6) @usna.edu>
Date: Tue, Feb 20, 2018 at 3:08 PM
Subject: Urinalysis Info
To: (b) (2) usna.edu

Good afternoon,

I wanted to pass on some info about the evolution for tomorrow.

I have coordinated with each Battalion to have the paperwork delivered to each company. Please remember, Midshipmen cannot be notified earlier than 0530 tomorrow morning.

On Thursday I will have a van to pick up all the samples and paperwork.
0800-0815 I will be in the MIDSTORE parking lot
0820-0835 I will be at the sub monument

If you cannot make it to either of those, you will have to take it yourself. All boxes must be dropped off NLT than 1000 on Thursday.

On a related note, I have been noticing some issues on the paperwork being submitted.

-This paperwork is legal documentation that could be used in cases briefed by a JAG or NCIS. Treat the paperwork professionally and be very critical of any changes. Your name is tied to it when it is used for an investigation.

-Too many instances, observers forget to print and sign their name next to the person they watched.

-Line outs missing for MIDN who did not provide a sample.

-The SOP is very clear as to which part of the paperwork should be photo copies and which should be originals. Please pay close attention to that.

-Someone made up new specimen numbers because someone signed the wrong label. More care/oversight required to prevent this. The correct way to fix the issue is to have the label re-printed.

-Any corrections should be "one lined and initialed" , Not scratched out with multiple scribbles.

-All MIDN must provide on any and all urinalysis they are selected for. The only exceptions are being on MO, being on leave, studying abroad or academy exchange, discharged/separated from the Academy or at the hospital for urgent or emergency care. If a MIDN does not qualify for one of these reasons, they either provide or will be marked UA. Additionally, the reason a MIDN does not provide a sample must be documented and that exact reason (from the ones listed) must be printed on the registrar. (Follow the SOP)

-USE THE CHECKLIST/SOP. 95% of the errors could have been avoided if the checklist/SOP was followed. Its obvious when it is not being followed. It has been attached to this email.

If anyone has any issues or questions, please feel free to let me know. I am here to help and make the process go as smooth as possible. Have a great day!!!



V/R

EMNCS(SW/AW/IW) (b) (6)

United States Naval Academy

15th Company Senior Enlisted Leader

Annapolis Area CPO and GYSGT Association Vice President

Brigade Assistant Urinalysis Program Coordinator

Navy Powerlifting E-Rep

W: (b) (6) (Rm# (b) (6)) C: (b) (6)

Urinalysis SOP.pdf
657K